



Dublin City University
Faculty of Engineering and Computing
Assistant Faculty Manager [Grade 6]

Permanent

The Faculty

The Faculty comprises three Schools, namely Computing, Electronic Engineering and Mechanical and Manufacturing Engineering, each of which is managed by a Head of School. The Executive Dean is its Chief Executive Officer. The Faculty is administered through a Faculty Office for which the Faculty Manager has overall management responsibility. The Faculty is home to a number of significant research institutes/centres.

The administrative structure which supports the Faculty and activity is the remit of the Faculty Administration Office.

Function: The post holder will play a leading administrative role in the Faculty. They will be responsible for the efficient and effective management and co-ordination of the administrative function attaching to the Faculty, together with the development and implementation of appropriate IT systems to support that function.

Relationships

The Assistant Faculty Manager reports to the Faculty Manager.

Duties and Responsibilities

The Assistant Faculty Manager post is new to the Faculty of Engineering and Computing and will be associated with the following areas of activity that are integral to the Faculty's successful operation: management of a range of academic-related administrative functions, line management (including recruitment, training and development) of administrative staff responsible for those functions; financial and human resource management; compliance and risk management; IT/systems development and implementation; process overview; project management, and the provision of senior secretariat support in respect of Executive Faculty Committees.

The post holder will be assigned duties in respect of a number of these areas as Faculty needs dictate. The range of duties attaching to the post of Assistant Faculty Manager is determined in conjunction with relevant stakeholders. Due to the dynamic environment within the Faculty and the University, the range of duties and responsibilities attaching to the post will be subject to change.

The duties and responsibilities attaching to the post include but are not limited to the following:

- Line manage a range of administrative staff, providing administrative leadership, setting and maintaining high standards of effectiveness and efficiency.
- Provide finance and HR management support to Schools within the Faculty, providing a high level of support and advice to Heads of School, in particular, and liaising with the Finance and HR Offices, as appropriate, in this regard.
- Contribute significantly to the Faculty Support management team and to the on-going enhancement and development of the Faculty Support framework.
- Develop and maintain a high level of awareness of and familiarity with policy and other developments within the HE and other sectors, in so far as these impact upon the Faculty and University, and Faculty administration, in particular.
- Ownership and responsible for the activities relevant to the University's/Faculties policies, or statutory compliance : GDPR, Freedom of Information, Risk Register and IT Audit to name a few.
- Assume overall responsibility for systems (student record system, purchasing, timetabling software etc) improvements and developments within the Faculty, ensuring the effective use of technology to maximise operational benefits and efficiencies, liaising with ISS, Registry and other units within and outside the university, as required.
- Assume responsibility for the provision of high level administrative and systems development support to new developments and projects (programme related, research related, commercial and otherwise) within the Faculty, managing related projects as directed by the Faculty Manager or nominee.
- Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity processes within Faculty and of data maintained by the Faculty and/or provided by the Faculty to central offices, liaising with those offices as appropriate.
- Represent the Faculty, as necessary, in various fora, both within and outside the Faculty and University.
- Undertake any other duties as may be assigned by the Faculty Manager or the Executive Dean.

Experience, Skills and Qualifications:

The successful candidate must hold a primary degree, have a proven track record of success in administration management, preferably within the Higher Education sector, have excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration and academic-related matters. They should be an experienced line manager, capable of motivating team members and have an appreciation of the wider issues associated with team building and staff development. They must also demonstrate knowledge of higher education issues, particularly in so far as they impinge upon the Faculty of Engineering and Computing. They should have a proven track record in the area of systems development (from an expert user perspective) and be able to demonstrate a particular awareness of the interface between administrative and/or operational processes and the IT and other systems that support them. Evidence of project management experience is essential. Strong financial background is desirable.

Salary Scale: €50,967 - €70,383 per annum (Administrator I - Grade VI) Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy. Full details of salary upon promotion for internal staff can be viewed at:

Closing Date: 04 June 2019

Informal enquires: Informal enquiries should be directed to Michele Pringle, Faculty Manager, Faculty of Engineering and Computing, DCU: michele.pringle@dcu.ie.

Application Procedure: Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: **#BC0709 Assistant Faculty Manager, Faculty of Engineering & Computing.**

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149;

Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer